October 2000

THE LATEST NEWS IN THE WORLD OF CM/ECF

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Changeover to Newest Version of CM/ECF Software

IMPORTANT NOTICE

The United States Bankruptcy Court for the Northern District of Georgia is in the process of making an immediate change to the newest version of the CM/ECF software.

The change to the new version is scheduled to begin on November 9, 2000, at 12:00 Noon, and not be completed until November 13, 2000. During that time you will not be able to access the CM/ECF site for filing documents, reviewing files, or running reports.

This program has some major changes that will impact you. Please read this entire notice for information regarding the changes.

The first change is in the area of case opening. Attached to this notice is a brief guide that includes the new screens and details on how to navigate through the case opening module.

A second change occurs in the report selection screen. The report that you currently recognize as the "cases filed" report has been given a new name. It is now called the "cases" report. This change more accurately reflects the information available from that report. You may also see the arrangement of criteria in a different format. However, the reports will generate the same information you are accustomed to receiving.

Another important change was brought to your attention in the July 2000 issue of the Court's CM/ECF Newsletter. The headline article discussed the fact that this new release would require you to have a PACER login and password. This is necessary so that you will be able to properly query and run reports. As mentioned in the July 2000 article, this does not mean that you will be charged for access. That will not occur until a later date, and you will be properly notified before the charges go into effect. Please review that issue of the Newsletter at our website, www.ganb.uscourts.gov.

Additionally, the Clerk's Office will be conducting a training session in Judge W. Homer Drake's Courtroom (1403), on Wednesday, November 8th, at 2:00 p.m. This session will be directly related to the changes identified in this notice.

CM/ECF STATISTICS (Local)

Case filing statistics for the Month of October (through the 24th) are as follows:

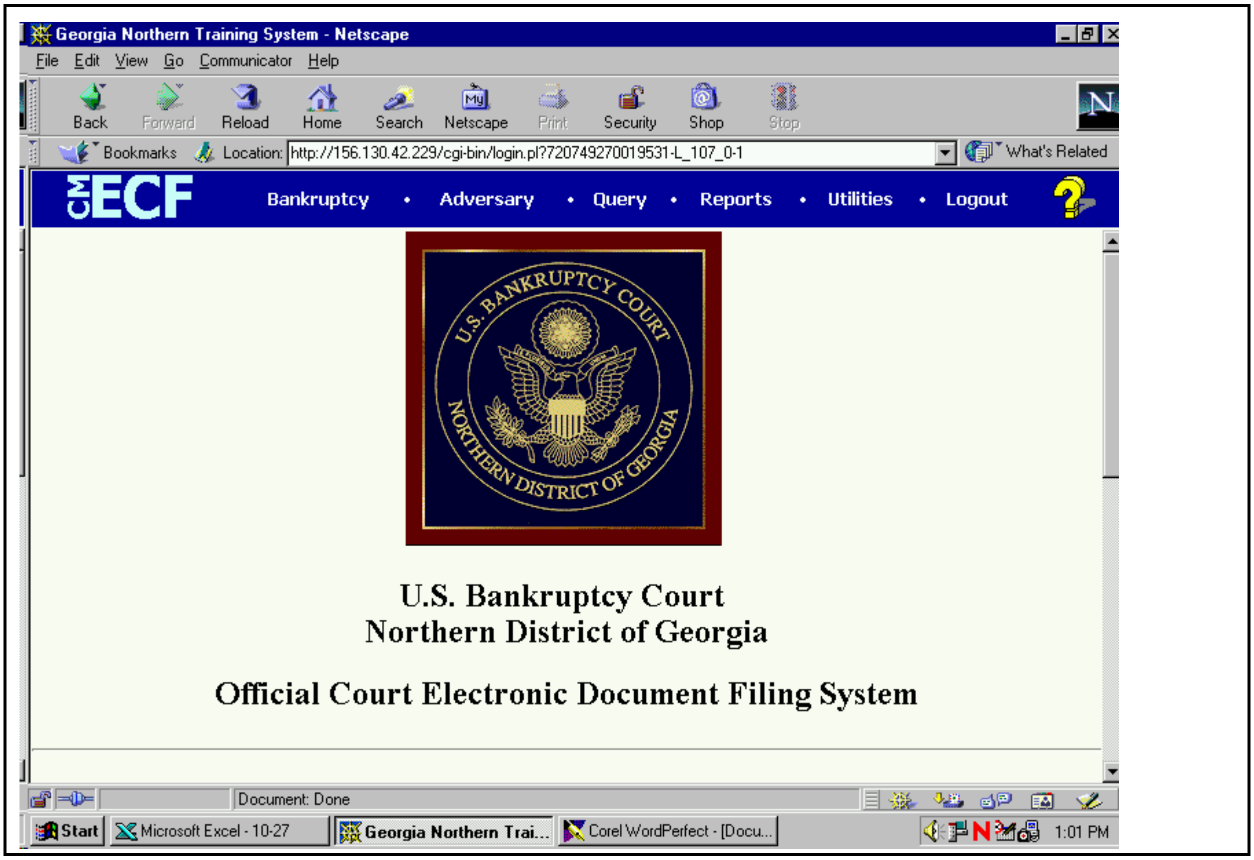
Division	Total # of Cases Filed	Total # of CM/ECF Cases	% of CM/ECF Cases
Atlanta	1421	461	32.4
Gainesville	211	56	26.5
Newnan	283	74	26.1
Rome	327	129	39.4
Total	2242	620	27.6

Attorney Guide to Case Opening

*** PAY SPECIFIC ATTENTION TO PAGES 4, 7, & 9 ***

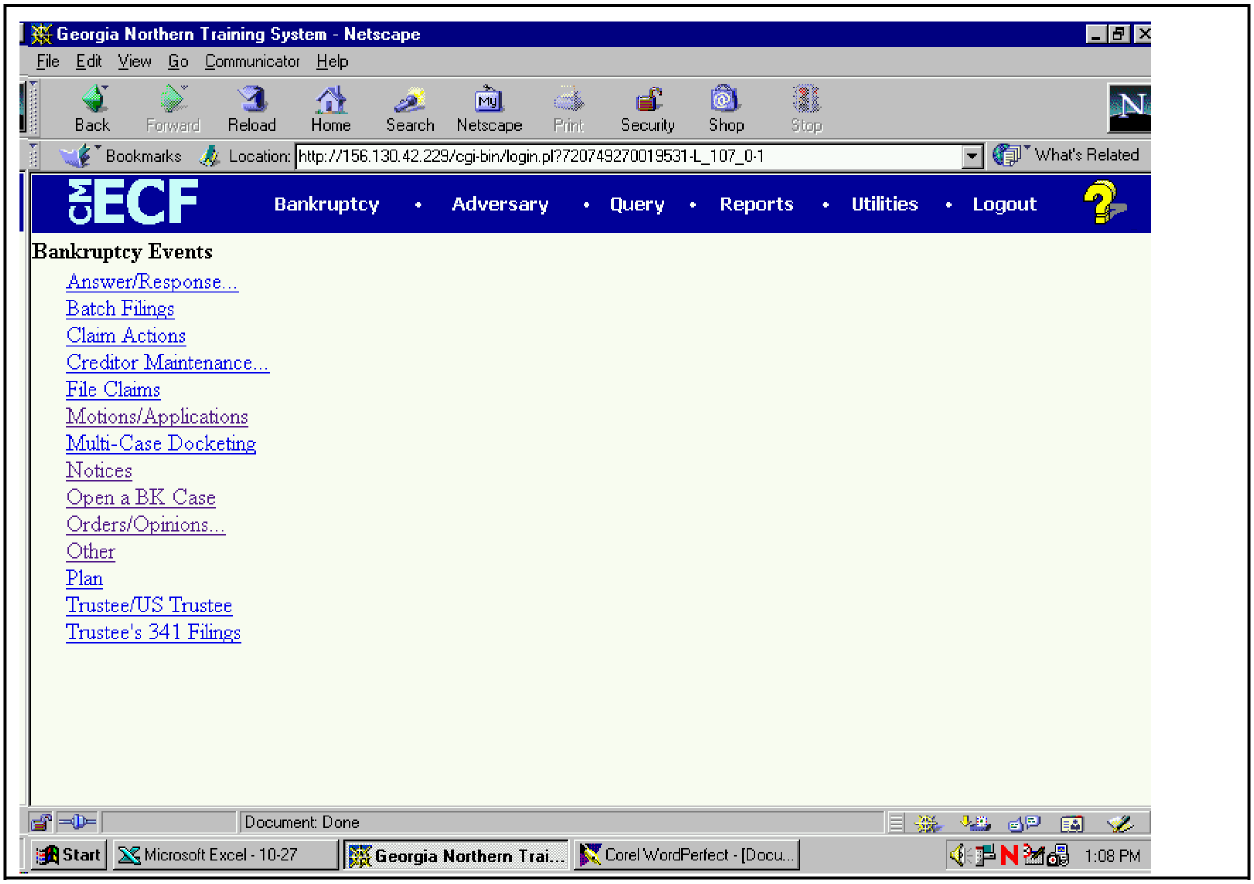
This is the screen you see after completing the login process.

You will notice at the end of the blue menu bar there is a yellow question mark. Clicking on the question mark presents you with screen specific help information. Every screen has this help feature.



Select “Bankruptcy” from the menu items in the blue menu bar.

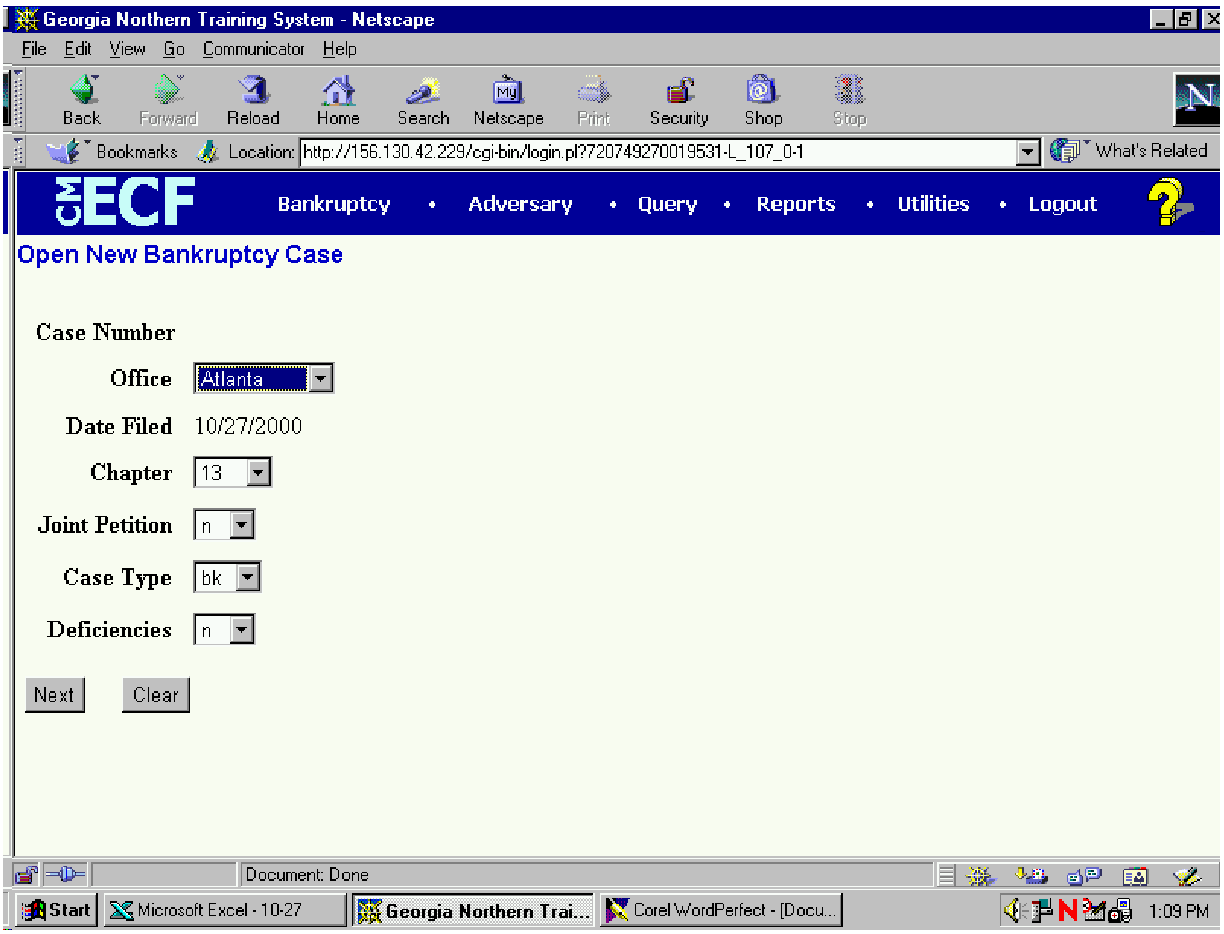
The screen shown on the next page is displayed.



Nothing has changed so far!

Select "Open a BK Case" from the categories listed below Bankruptcy Events.

*** The next screen has changed, so please review the descriptions found below the screen. ***



Case Number - You still can't assign a case number. The program will automatically assign the next available number.

Office - Select the appropriate division for your petition, by clicking on the down arrow to display all options in the pick list. Then click on the division name. Refer to the Court's web site (www.ganb.uscourts.gov) for a list of counties by division.

Date Filed - The date filed is automatically completed by the program. You can't change this date.

Chapter - Select the correct chapter for the petition being filed.

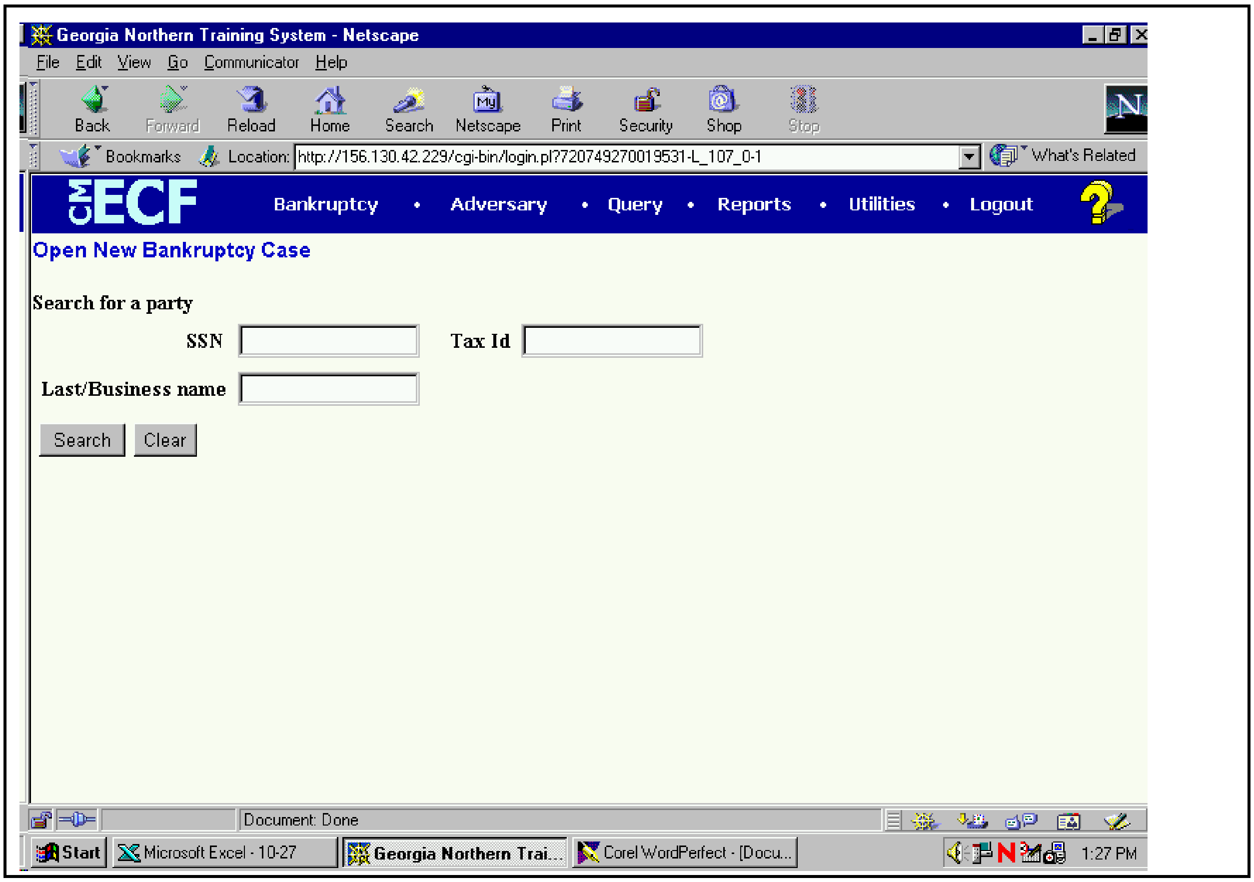
Joint Petition - If the case is a joint petition, change the selection to "y" for yes. This will allow you the opportunity to add the joint debtor. The default is to "n" for no, which refers to single debtor petitions.

Case Type - "BK" is the only choice, and therefore no action is necessary.

Deficiencies - If you are filing a complete petition with all schedules, and statements, leave the selection as "n" for no, which indicates there are no deficiencies. If there are missing schedules and/or statements, select "y" for yes, and you will be asked on a later screen to identify which schedules/statements are missing.

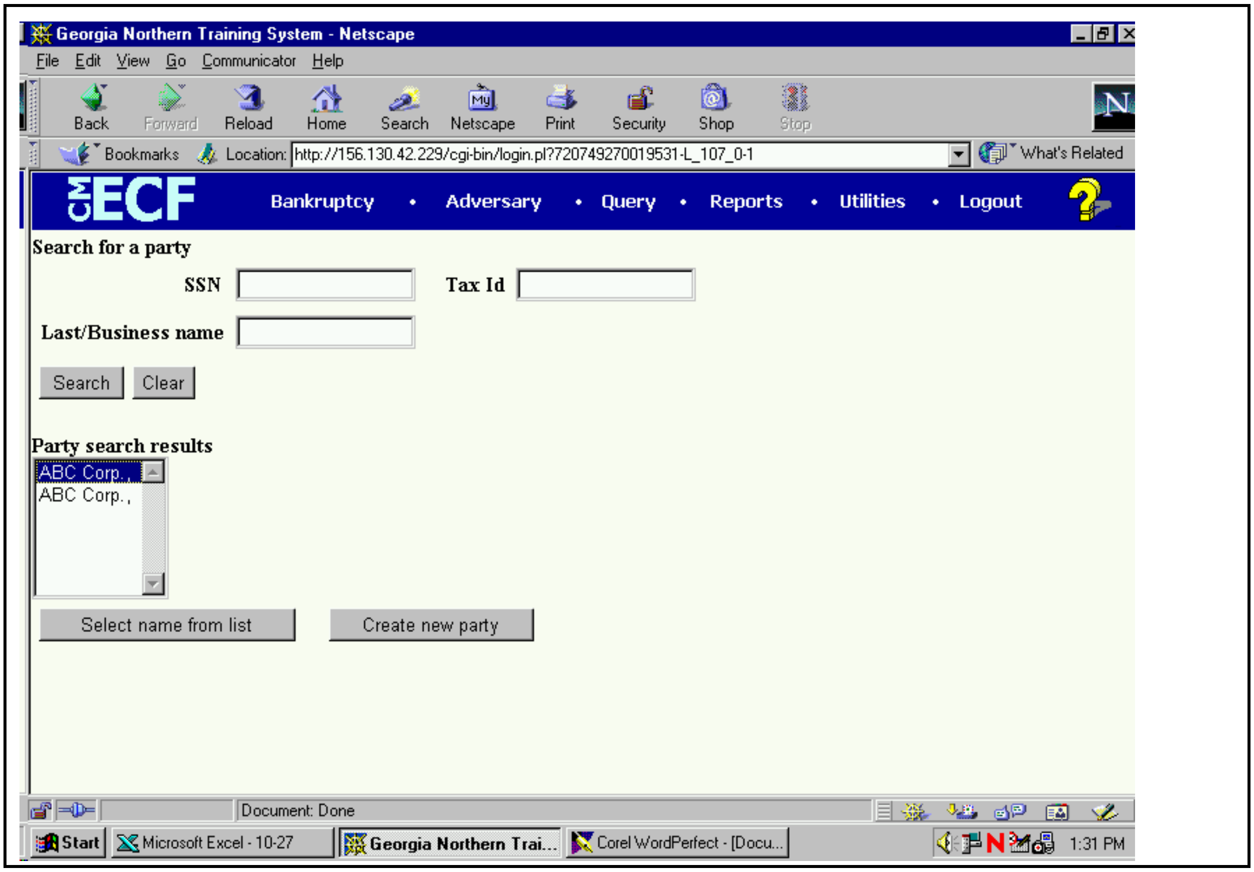
NOTE: If you discover on a subsequent screen that you have made an error, press the back button until you have returned to this initial screen. When you are back at this screen, you must press the "clear" button and re-enter the information.

When you have made all of the above selections, press the "Next" button.

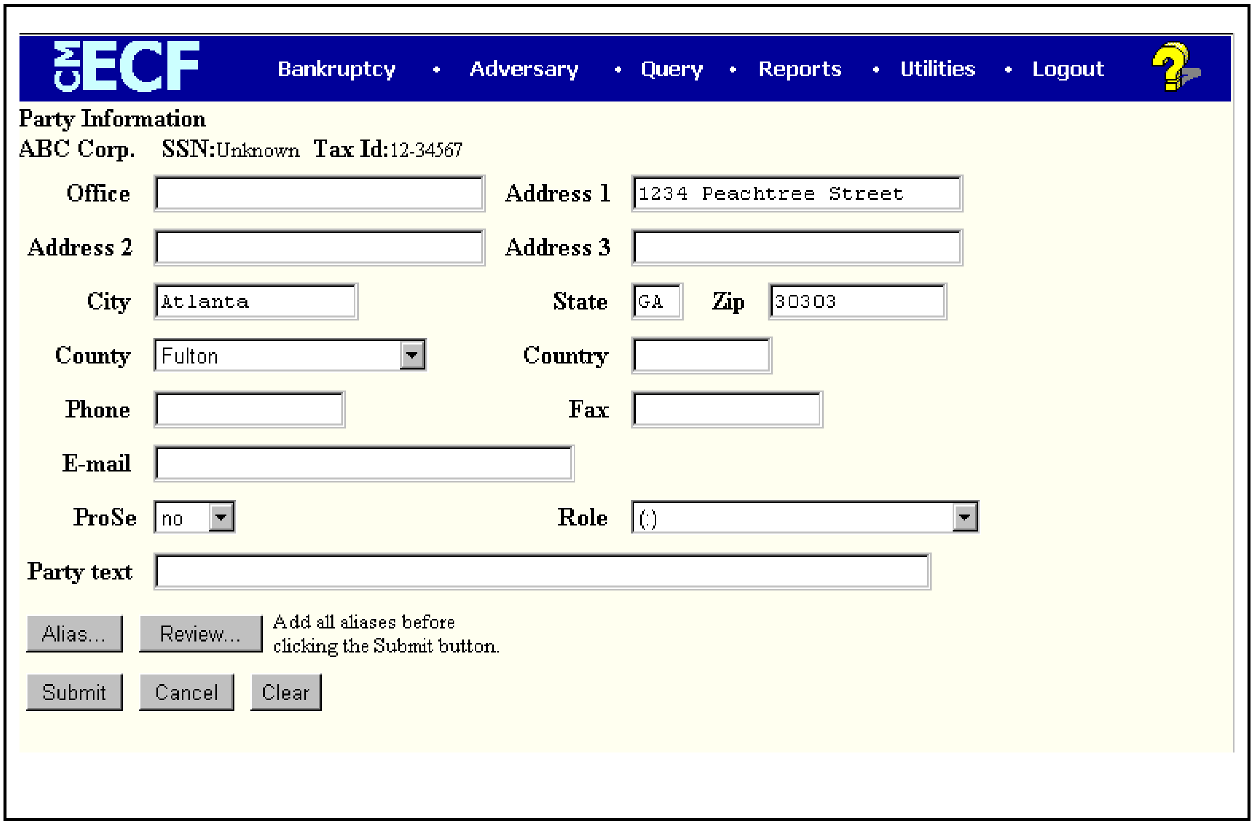


Search for the party name of the debtor by using either the Social Security Number, the Tax Id number or the last name of the debtor. If entering a business name, you should type the business name in the last name field. **(Ex.- ABC Corp., not Corp, ABC)**

Then press the "Search" button.



If the name of the debtor appears, select the name by clicking on the name and pressing "Select name from list", and move forward to the next screen. Once you have moved to the next screen, you will see the address and social security number information of the debtor. If this is incorrect, go back and select any other names that appear to be the same as the debtor. If the debtor name does not appear on the list, select "Create new party" and move to the next screen.



Fill in the blanks as you always do. **Remember to make the party role - Debtor.**

You will notice at the bottom of the screen that there are five buttons.

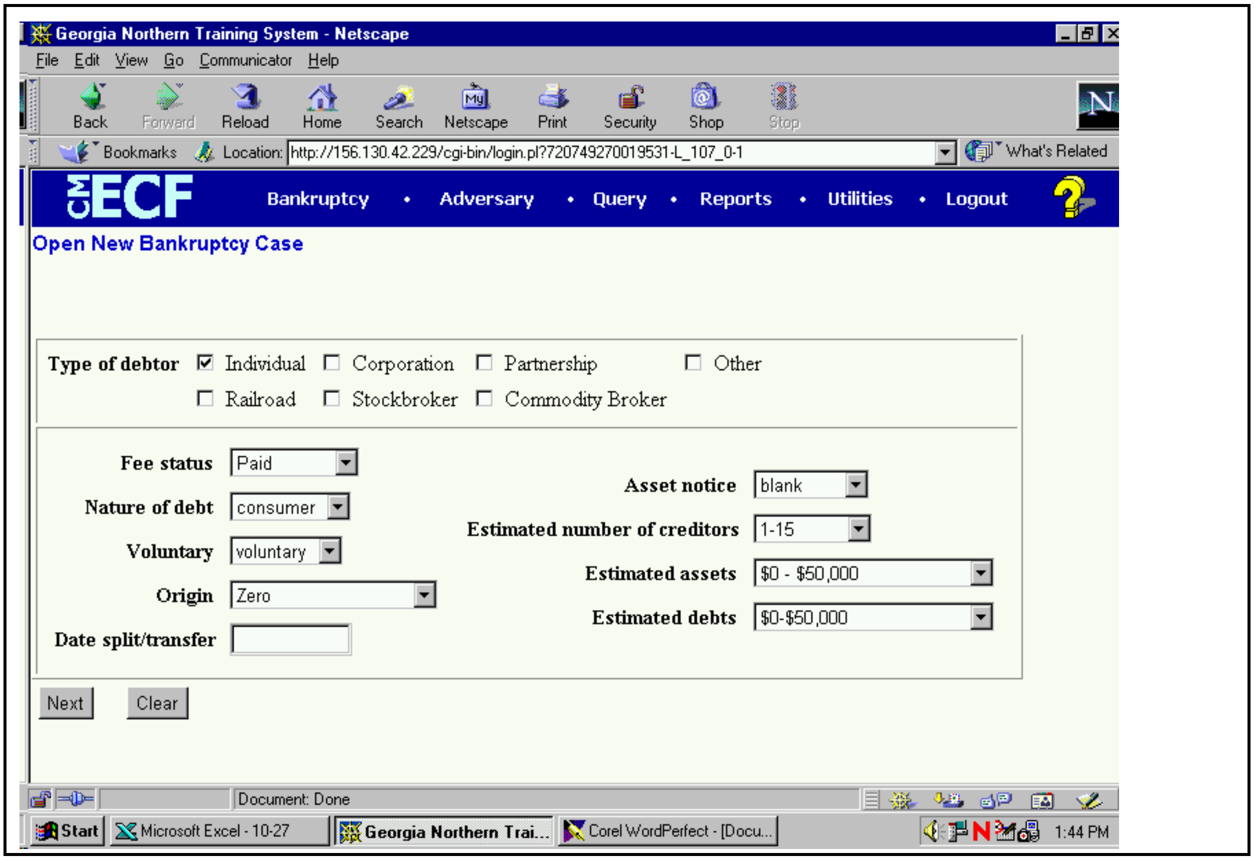
If you need to add an alias for the debtor, select "Alias".

The "Review" button allows you to review the previously entered information.

If you press the "Cancel" button you will be returned to the initial debtor name screen.

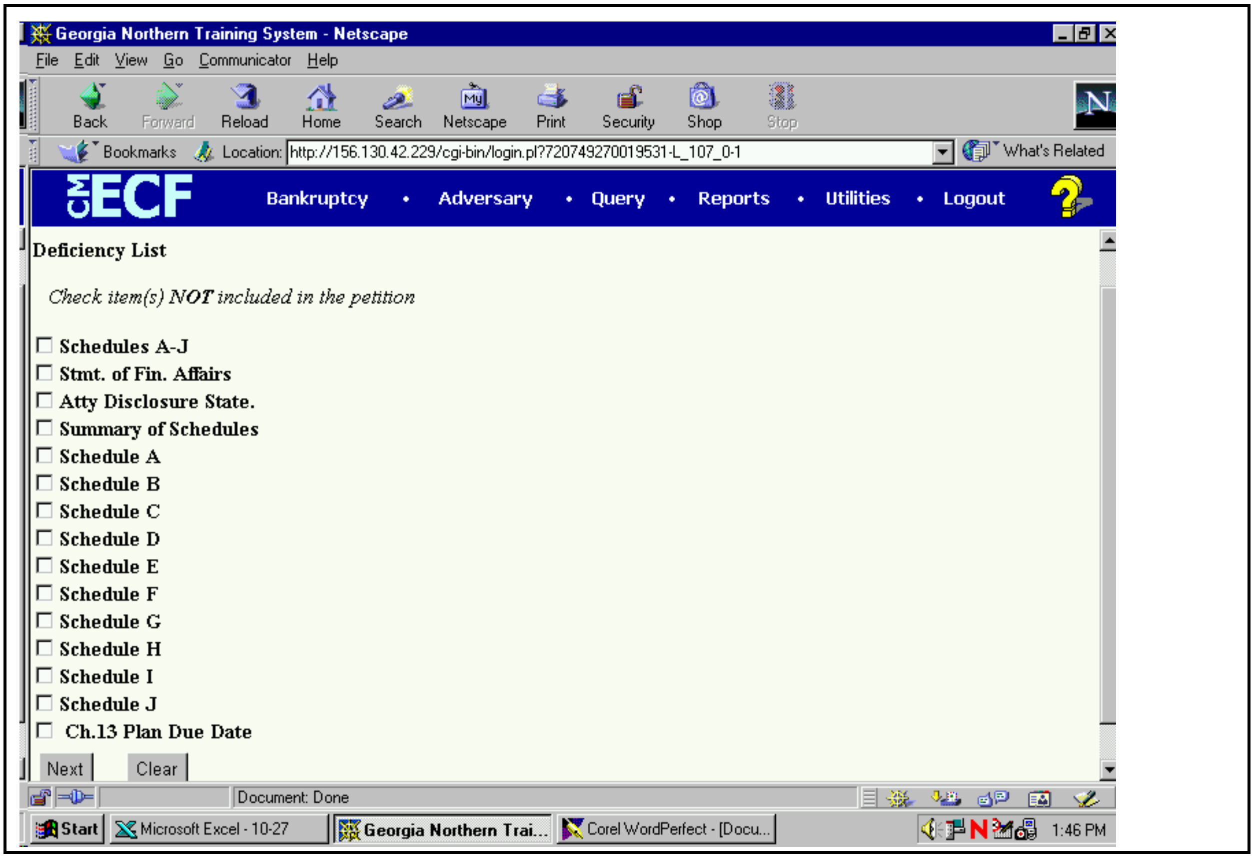
The "Clear" button should be used to clear all of the information on this screen only.

Press the "Submit" button when you have completed the required information.



Complete the information above by referring to the Voluntary Petition you have prepared using your petition preparation software.

Note: The change to this screen occurs in the "Type of debtor" field. The program now defaults to "Individual".

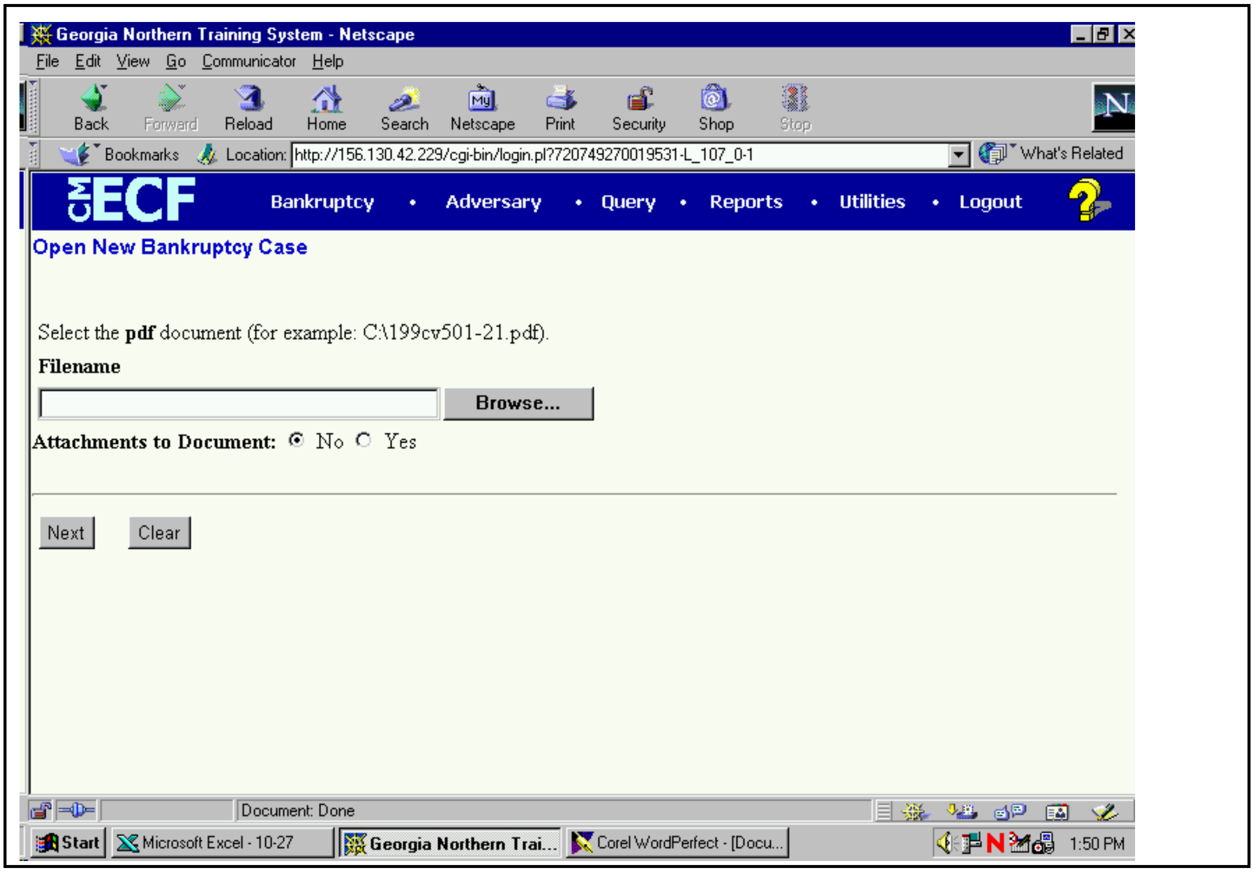


If you selected "y" on the initial screen, indicating an incomplete petition this screen will be displayed. If your petition is complete this screen will be bypassed.

On this screen you should place a check in the box beside all of the documents that are not included in your petition. Then press the "Next" button.

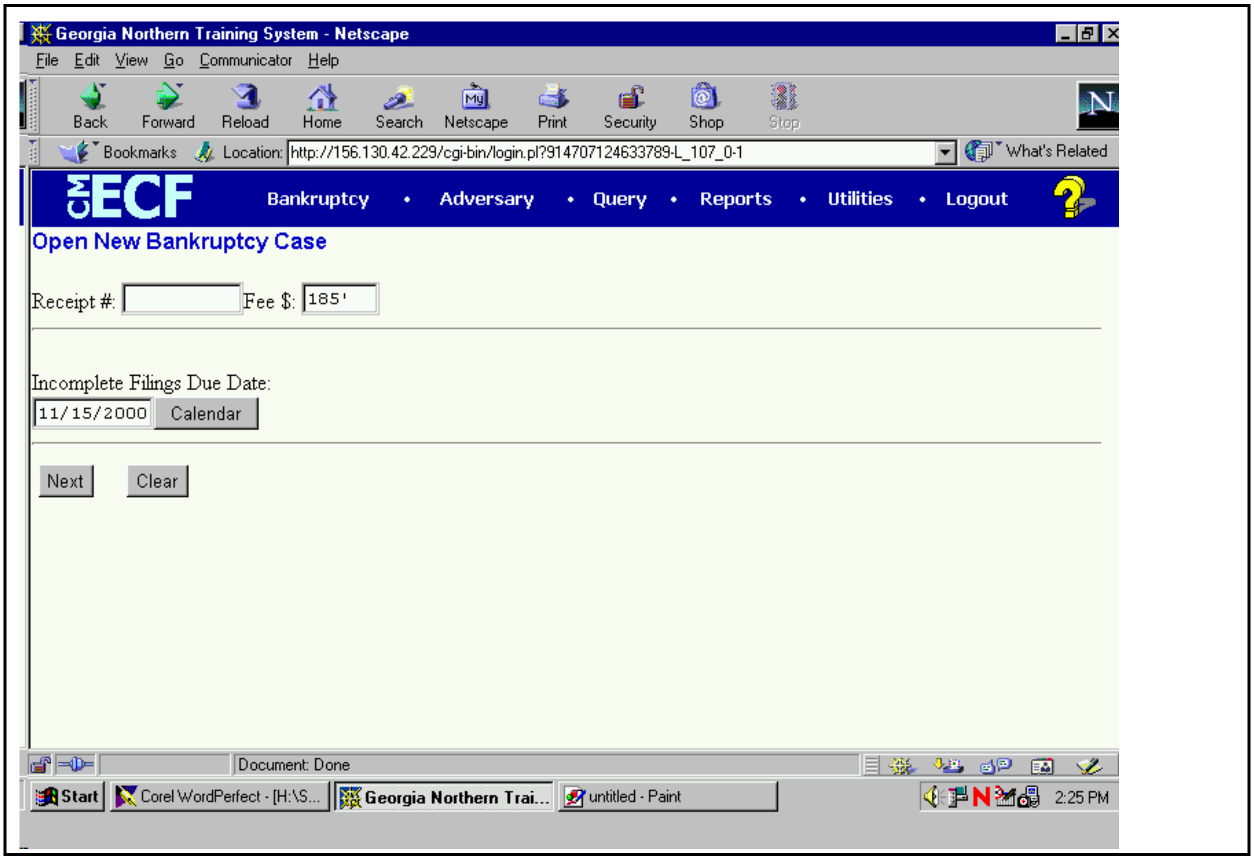
Note: If all of Schedules A - J are missing, select the top item "Schedules A-J", and do not select each Schedule individually. If only certain schedules are missing, you should select only those Schedules.

For Chapter 7 petitions, the Statement of Intent deadline is set on a subsequent screen. If the Statement of Intent is included in the petition, simply blank out the date.



This screen has not changed, and therefore needs no explanation.

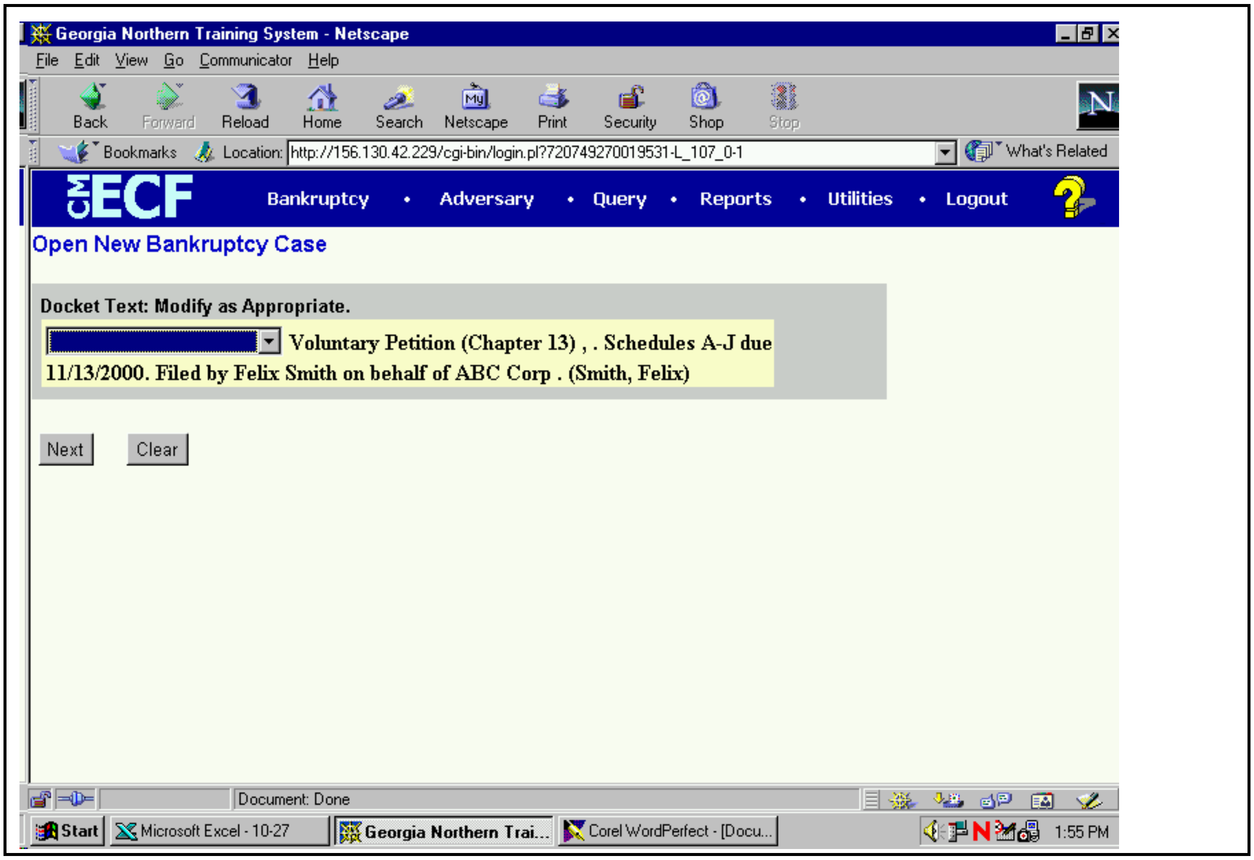
After you have attached the correct .pdf document, select the "Next" button as always.



The proper receipt number for electronically filed cases is 0.

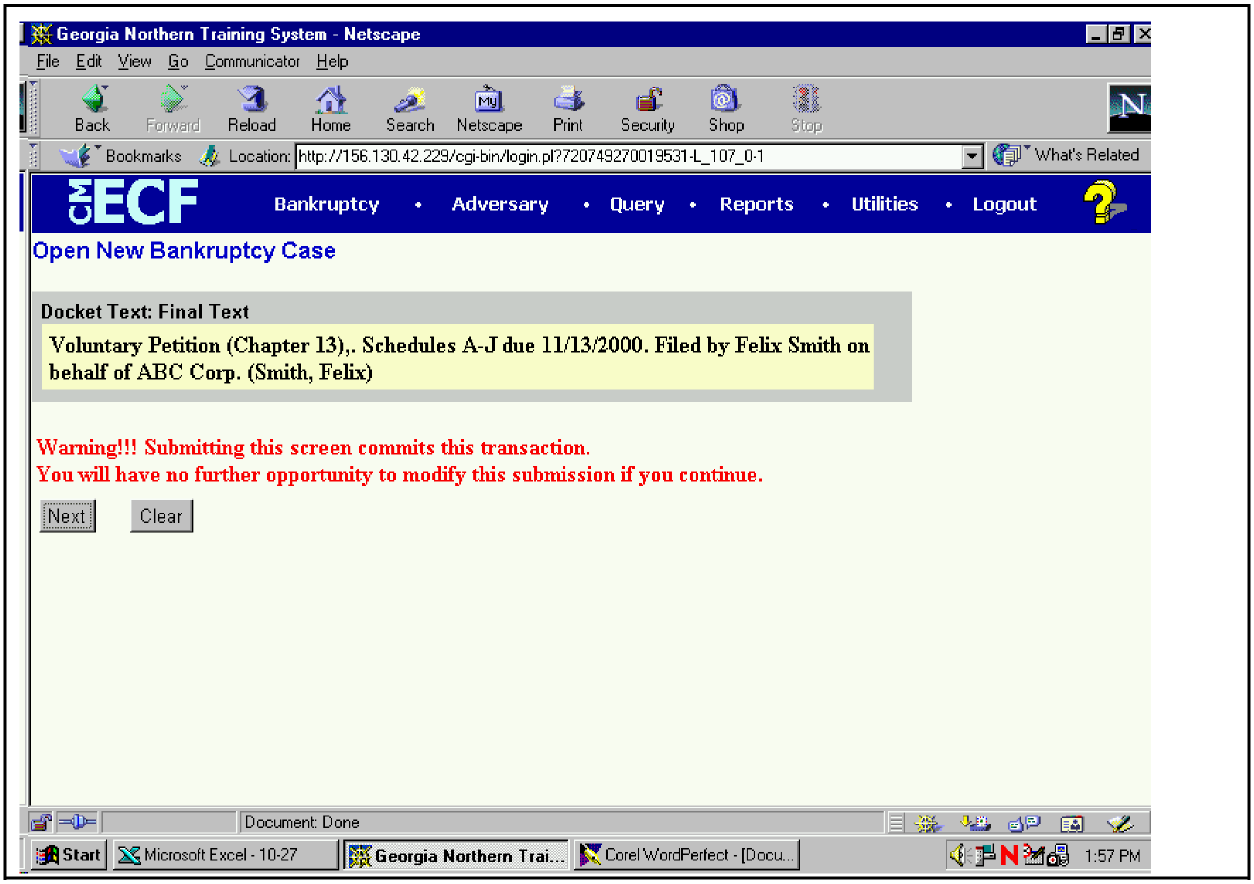
The program will automatically default to fifteen days from the date the petition was filed for incomplete filings due. Just accept the default date by pressing the next button.

For Chapter 7 cases, this is the screen where the Statement of Intent deadline is set. You will see an additional box labeled “Statement of Intent Due”. The default date will automatically be set at 30 days from the date of the petition. Remember if the Statement of Intent is filed with the petition, simply blank out the deadline date.

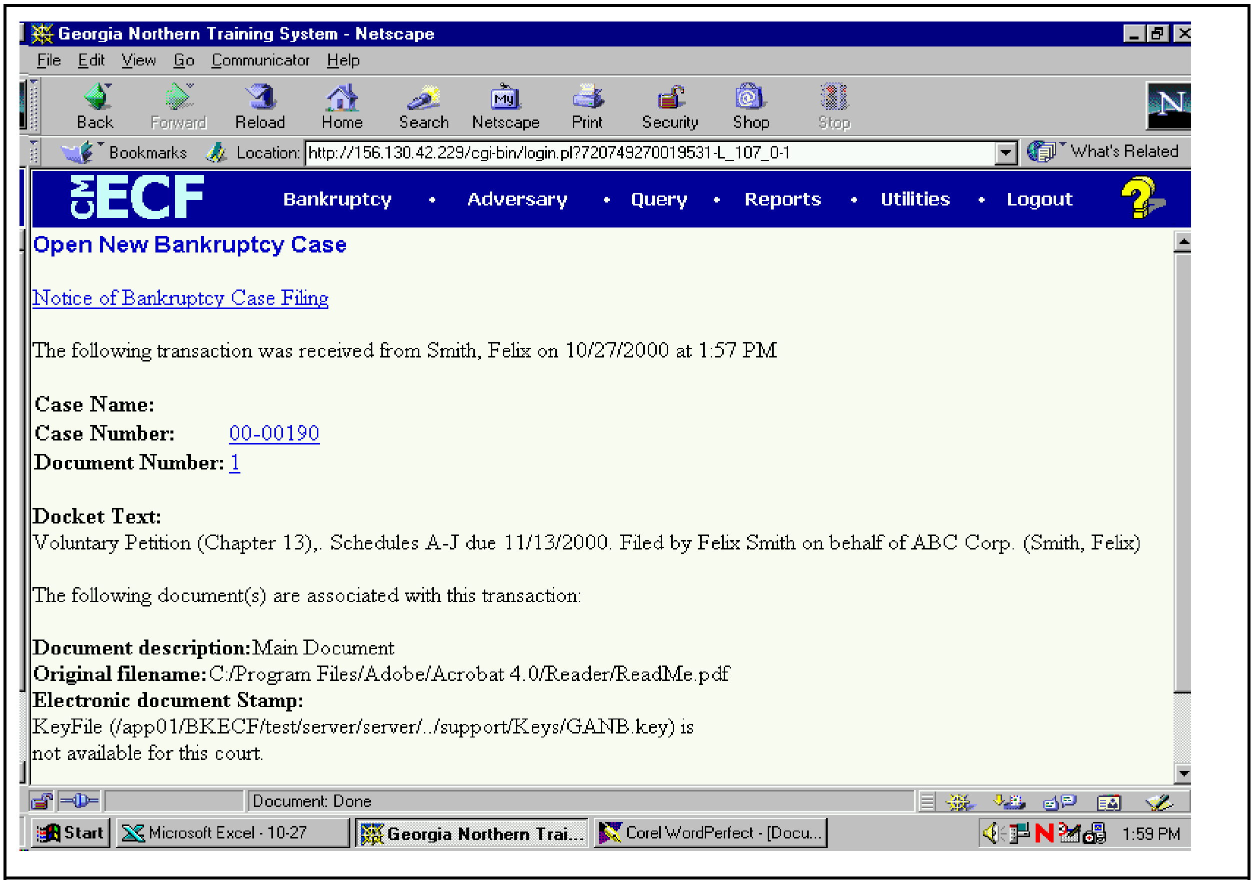


This screen again is familiar to you and requires no additional explanation.

Simply press the “Next” button as you always do.



Again, this screen is the same. Once you have reviewed the docket text information press the "Next" button again to complete the uploading of the petition.


Georgia Northern Training System - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location: http://156.130.42.229/cgi-bin/login.pl?720749270019531-L_107_0-1
What's Related
CM ECF
Bankruptcy • Adversary • Query • Reports • Utilities • Logout
Open New Bankruptcy Case
Notice of Bankruptcy Case Filing
The following transaction was received from Smith, Felix on 10/27/2000 at 1:57 PM
Case Name:
Case Number: 00-00190
Document Number: 1
Docket Text:
Voluntary Petition (Chapter 13),. Schedules A-J due 11/13/2000. Filed by Felix Smith on behalf of ABC Corp. (Smith, Felix)
The following document(s) are associated with this transaction:
Document description: Main Document
Original filename: C:/Program Files/Adobe/Acrobat 4.0/Reader/ReadMe.pdf
Electronic document Stamp:
KeyFile (/app01/BKECF/test/server/server/../support/Keys/GANB.key) is
not available for this court.
Document: Done
Start
Microsoft Excel - 10-27
Georgia Northern Trai...
Corel WordPerfect - [Docu...
1:59 PM